

Chief, Finance Division

1 December 1955

Chief, ICD/Pers.

**Payroll Deductions for Insurance Premiums**

1. Present procedure necessitates the preparation of a memorandum to your division, requesting the submission to us of checks covering the total amount of money deducted from the salaries of employees paid from UNVOUCHERED Funds. This involves four payrolls and these lists are prepared by Machine Records Division.

2. There appears to be no reason for the preparation of this memorandum each month. In view of this, it will be appreciated if these checks are prepared automatically by your office, when due, being made payable as follows:

Hospitalization Deductions - GEHA-Health

Life Insurance "Code 3 & 7"- GEHA-Life



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